

**2013 FILING SCHEDULE****FOR ALL POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES****ELECTION: NOVEMBER 5, 2013**

TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD
April Quarterly	April 10, 2013	January 1—March 31
July Quarterly	July 15, 2013	April 1—June 30
October Quarterly	October 7, 2013	July 1—September 30
11-Day Pre-Election*	October 25, 2013	October 1—October 22
42-Day Post-Election*	December 17, 2013	October 23—December 10
January Quarterly**	January 15, 2014	December 11—December 31

**NEWLY FORMED POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES:** All new committees must file an Initial Report at the time of registration. For PACs, the Initial Report covers all activity from the beginning of the year through the date of registration. For BQCs, the Initial Report covers all activity from the beginning of the campaign through the date of registration.

\* Only those PACs or BQCs participating in the November 2013 election are required to file these reports.

\*\* For committees not participating in the election, the January Quarterly reporting period is October 1—December 31.

**24-HOUR REPORT OF CONTRIBUTIONS AND EXPENDITURES**

24-HOUR REPORTING PERIOD	WHAT CONTRIBUTIONS SHOULD BE REPORTED
The reporting period begins 13 days before an election and runs through the day before the election.	Any <u>single</u> contribution of \$5,000 or more received during the reporting period.
WHEN TO FILE	WHAT EXPENDITURES SHOULD BE REPORTED
Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via the committee's electronic filing website.	Any <u>single</u> expenditure of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.

**IMPORTANT INFORMATION**

All regular campaign finance reports are due by 11:59 p.m. on the due date. Committee treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if a report is filed late.